



Marketing and Administrative Associate

Job Description / Overview

Location: MEMPHIS, TN

Travel: 5% or less

This role will serve two civic-oriented, innovative organizations in helping tell their story and organize their work. The Marketing and Administrative Associate is an excellent opportunity to gain experience in different aspects of the work and learn about a variety of civic impact priorities for Memphis.

Attention to detail, task management, strong communication and customer service skills are essential for success in this position. Strong organizational skills are desired. Candidate must be creative, flexible and solutions-oriented.

This position reports directly to the designated Project/Program Manager in each agency.

Essential Job Functions

Marketing

- Coordinate and execute promotional and community engagement events
- Copywriting, blogging and other content generation for the web, social media, and newsletter
- Social media planning, management, execution, and data collection
- Create and maintain event listings on social media and other event calendars online
- Support graphic design and print production of marketing materials
- Track and maintain press clippings
- Provide PR and marketing support

Administrative

- Support and manage the planning, logistics, and preparation for meetings (scheduling invitations, tracking attendance, event coordination)
- Support program team with meeting-related tasks including preparation of documents and presentations and reporting support
- Lead in monitoring and managing filing to support Bookkeeper in managing incoming invoices and budgeting requests
- Perform other administrative duties such as filing, ordering supplies, monitoring supply inventory and maintenance, take initiative on improving processes
- Maintaining project notes, action items, deadlines and communicating clearly to project team members
- Assisting in facilitations and other public input events
- Greet visitors, answer phone, receive mail and deliveries
- Data entry in Quickbooks

Qualifications

The ideal candidate possesses a passion for making meaningful, sustainable change in the City of Memphis and is ready to work in a high-energy, openly collaborative work environment. Characteristics of successful candidates for this position include:

- Highly proficient in all administrative support and skilled at scheduling and filing
- Detail-oriented with exceptional organization skills and ability to organize and prioritize workload effectively
- Advanced capacity with Microsoft Office (Outlook, Word, Excel, and Powerpoint)
- Consideration will be given to those with Graphic Design skills (implement designs using Adobe Suite: Photoshop, InDesign, and Canva)
- Experience with social media planning and editorial tools such as Hootsuite, Squarespace, and Wordpress
- Positive, flexible attitude – works well in a collaborative environment
- Desire to grow and learn

Candidates with specific experience in marketing, including copywriting and/or design, will be especially competitive.

Position Details

Expected Hours of Work: This position will predominantly work during typical office hours in an office environment. The work may include some evenings and weekends, working indoors and outdoors and a combination of office tasks, outreach and events.

Compensation: This job is paid \$17-20/hour with an estimated 35-40 hours per week. The position is eligible for overtime if approved. Health care benefits (including dental and vision) and vacation time are included, as are employee assistance program access, a commute options stipend and a phone stipend.

Application Details:

Please submit both a cover letter and resume. If you have samples of your marketing work you are welcome, but not required, to submit up to two samples as well. All material must be received by **Wednesday, May 22** and may be mailed to:

Innovate Memphis

516 Tennessee Street, #223, Memphis, TN 38103

<or> **Email:** info@innovatememphis.com

Please reply with “Marketing and Administrative Associate” in the subject line.

Innovate Memphis uses a proven innovation process to develop and deliver new solutions to some of Memphis’s most pressing challenges. Since starting its work in January 2012, Innovate Memphis has developed, tested and launched innovations to improve City service delivery and quality of life for Memphians. Priority areas include neighborhood economic vitality, emergency medical services, transportation and mobility, and neighborhood condition. For successful interventions, Innovate Memphis works with the City and our community partners to scale and sustain the effort. Innovate Memphis benefits from being part of a learning network of more than 20 city i-teams implementing the Innovation Delivery Team model and applying best practices from Bloomberg Philanthropies.

The Memphis Medical District Collaborative is a community development organization working with partners to strengthen the communities in the Memphis Medical District so that they are more livable, vibrant, and safe.